# BH Link Customization Release Notes v2.0.132

#### Released December 29, 2022

**Document History** 

Click here to expand...

Date	Description	Author	Version
06/01/2022	Initial Release	Heather Sherwood	2.0.79
08/17/2022	Updated to prevent more than one BH Link Per Diem from being created per encounter	Heather Sherwood	2.0.103
09/07/2022	Version bump due to changes to IHH/ACT	Heather Sherwood	2.0.108
09/16/2022	Updated to create the Per Diem for a single day, only report the shadow services for that day, and base the day to report on four specific Service Definitions.	Heather Sherwood	2.0.119
09/23/2022	Version bump due to changes to Staff Credential Modifier	Heather Sherwood	2.0.125
12/29/2022	Version bump due to changes to IHH/ACT	Heather Sherwood	2.0.132

### Overview

The BH Link customization addresses the need to create charges for BH Link-specific Service Definitions using a day rate or single Per Diem charge while also reporting the shadow claims for that day on the claim. The BH Link customizations include a new form to Create a Day Rate for provided BH Link Services and modifications to the 837 customization to accommodate the BH Link-specific billing requirements.

## Installing the Acorn

The *install-ri-custom-billing-2.0.132.RELEASE.sql* installation script creates the *BH Link* record in the AcornRegistrations table and updates the RIHealthHomes Acorn version on the *Help > About* page. The script also installs three custom billing records for the IHH/ACT and Staff Credential Modifier customizations; details can be found in the RI IHH/ACT Acorn and Staff Credential Modifier Release Notes.

- · A new form is inserted into dbo.Forms with a FormCaption of 'RI Custom BHLink Billing'
- A new stored procedure called by the billing button to create the day services dbo.usp\_RI\_Acorn\_Daily\_Services\_to\_job
- A second stored procedure called by the reversing button dbo.usp\_RI\_Acorn\_Reverse\_Daily\_PerDiem\_Services\_Ready

A custom data population script is also run to populate the following. This script is run again when upgrading to v2.0.125.

- The BH Link Service Definitions are inserted into dbo.RICustomServiceDefinitions with Type 'D' and CountsTowardRequirement 'Y'
- A new record is inserted into dbo.RIPerDiemDefinitions with Type 'D' and zero '0' for MinimumMinutes, MinimumServices, and MinimumDuration

## Configuring the Application

#### Enabling the Acorn

The custom form calls a stored procedure to initiate the Create Charges job utilizing the Acorn logic. At this point, the Ready BH Link services determine which Clients, and therefore Client Payers, are included. Charges are created for the Clients whose Payer has a Payer Rate override for the BH Link Per Diem Service Definition, BHLPD. Clients with a Payer that does not have a rate override result in an error, *NO CHARGE - No charge could be created.* For this reason, populating the Acorn field on the *Configuration > Services/Payers > Payers > Processing* tab is not required.

The 837P Billing Customization Acorn must be configured for each Payer that has a Rate override for the BHLPD. This can be done by navigating to the *Payers* > *Billing Methods* tab, selecting the 837 Professional, and then selecting the 837P Customization as shown below.

#### Requires EchoVantage v3.31+

P	ROFILE COMMUNICATIONS PROCESSI	NG RATES BILLING METHODS PAYER MAPP	NGS ELIGIBILITY POS MAPPINGS	
1	837 Professional		Header	
		Acorns	Submitter Name (Loop 1000A, NM103)	Receiver Name (Loop 1000B, NM103)
	CMS-1500 Paper	RI 837P Customization	× - COMMUNITY CARE ALLIANCE	RI MEDICAID
	837 Institutional	Authorization Info (ISA02)	Submitter Id Code (Loop 1000A, NM109) 601200003	Receiver Id Code (Loop 1000B, NM109) 056000522
	UB-04 Paper	Security Information //SADA)	Submitter Contact (Loop 1000A, PER02)	Sender Code (GS02)

### Defining the Payer Rate Override

Navigate to the Rates page of each Payer or the BHLPD Rates page. By default, the BHLPD is Not Billable to most Payers. Create a Rate override for any Payers who will be billed for BH Link PD charges. An example of the Service Definition's *RATES* tab is shown below.

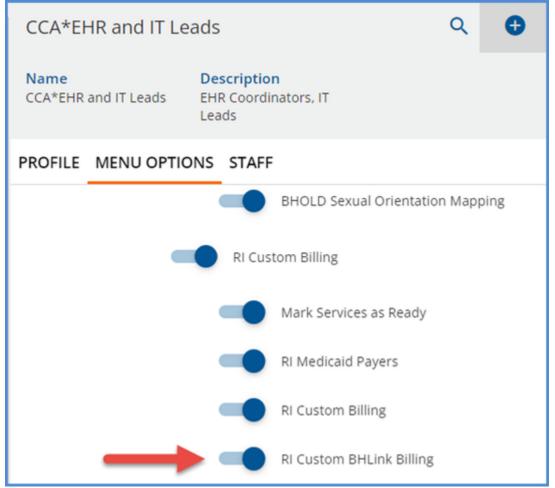
BH Link Per Diem	۹ D	0				
Service Code Billable BHLPD Yes Per Diem Yes	CPT 59485		Bundled No	<b>Group</b> No	Add-on No	Direct Fee No
PROFILE COMPONENTS RATES PRO	OGRESS NOTES					
ADD PAYER RATE OVERRIDE	Medicaid (MCD)					NEW VERSION $\checkmark$
Default Rates 🖈	Calculat					
BC BS of Rhode Island (BCBSRI)	Unit Per I			× -		
Medicaid (MCD)	Start Date 01/01/202	-				
MEDICARE (MCR)	Requi	res Authorization				
Self Pay (SELF)	Rates Service De	finition Base Rate				
United Health Plans of RI (UHPRI)	\$ 598.50					
			Rates *			
	Credentia		Base Rate *	Expected Rate * St	art Date End Da	
	Credenti	als 👻	\$ 598.50	\$ 598.50 01	1/01/2022	<b>i</b>

Configuring the Custom Forms

In Configuration > Setup > Forms, Add the new RI Custom BHLink Billing to the RI Custom Billing Category by selecting the blue plus.

For	ms		
	II Discharge F2F Activities (RI-BHOLD-DischargeFaceToFace)		
	E Gender Identity Mapping (RI-BHOLD-GenderIdentity)		
	E Kept Attendance Codes (RI-BHOLD-Kept-Activities)		
	Payer Category (RI-BHOLD-PayerMapping)		
	E Sexual Orientation Mapping (RI-BHOLD-SexualOrientation)		
	RI Custom Billing	Add Form	
	RI Mark as Ready (RI_MarkServicesAsReady)	Form *	
	👯 RI Medicaid Payers (RIMedicaidPayers)	RI Custom BHLink Billing × *	J
	RI Custom Billing (RICustomBilling)	Display Name	
		RI Custom BHLink Billing	1
	MISC.	Category *	
	Report Trak 3.0 Setup (CCA_ReportMenu)	Ri Custom Billing × *	J
	CCA_Client_Providers (CCA_Client_Providers)	CANCEL SAVE	

Then, navigate to *Configuration* > *Staff/Users* > *User Groups* to grant access to the newly added form for the appropriate User Groups in the Menu Options tab. Remember to select *SAVE* to record the changes.



Reviewing the Forms Main Menu Option

Navigate to the Forms main menu option and verify that the newly added *RI Custom BHLink Billing* form displays. The forms for IHH/ACT billing should not require any changes due to this customization.

Configuration for the BH Link Billing Customization is complete.

## **Processing Services**

It is assumed that each Client receiving BH Link services also has a BH Link Enrollment for the corresponding time period. If the BH Link Enrollment is not entered, or does not encompass the service date(s), then the BH Link services are not picked up for processing by the Acorn and remain in *READY* status.

Processing BHLink services requires that some Fiscal processes be initiated from the custom billing form, while others use core Fiscal Overview functions, similar to IHH/ACT billing. Select the *RI Custom BHLink Billing* form (or the form name assigned by your agency when configured). Enter both a Start and End date in the Charge Creation section and then select the blue *Create Charges* button.

*	BHOLD	RI Custom BHLink Billing			
	Program Code Mapping	Charge Creation			
	F2F Services (RI BHOLD)	Start Date End Date			
*	Discharge F2F Activities	05/03/2022			
	Gender Identity Mapping	Client			
ĺΫ.	Kept Attendance Codes	CL BHLink1 Test Client 🔹 Create Charges			
	Payer Category				
:24	Sexual Orientation Mapping				
	mopping				
2	RI Custom Billing	Reverse Per-Diem			
-	RI Mark as Ready	Start Date End Date			
	RI Medicaid Payers				
_	RI Custom Billing	Client			
	RI Custom BHLink Billing	•			
5	MISC.				
ى		C Errors Only			
Ê	Report Trak 3.0 Setup	Payarea Par Diam and Sat Shadow Sequires Paadu			
•	CCA_Client_Providers	Reverse Per Diem and Set Shadow Services Ready			
~	Enrollments				
۹	Form User Validations				

A Start and End Date must be entered in the Charge Creation section. If no dates are entered, the job is not created.

When Create Charges is selected on this custom billing form, the dbo.usp\_RI\_Acorn\_Daily\_Services\_To\_Job stored procedure starts the job, which is then visible on the *Fiscal Overview > Unprocessed Services > History* tab. Finalizing an Acorn-created *Create Charges* job and Billing these charges then uses the core billing functionality in Fiscal Overview.

## **Examples**

#1 BH Link Enrollment and Services Encompass a Single Date of Service

#### **Creating Charges**

The following three BHLink Services were provided to Client Sandy Beach on 08/30/2022.

✓ MA	V MARK READY 🔋 DELETE						LK ACTIONS
$\checkmark$	Status	Date	Client	Staff	Service Code	Program	
	Ready	08/30/2022 7:30 AM 60 min	SB1234 Beach, Sandy	habrahams Abrahams, Heather	BHLASSESS	BHL	<b>A</b>
	Ready	08/30/2022 11:30 AM 60 min	SB1234 Beach, Sandy	habrahams Abrahams, Heather	BHLCRISIS	BHL	<b>A</b>
	Ready	08/30/2022 5:00 PM 30 min	SB1234 Beach, Sandy	habrahams Abrahams, Heather	BHLCM	BHL	<b>A</b>

Sandy had the following Enrollment information.

Episode	Discharge
Behavioral Health Admission 2022-08-30 Open	Discharge Date Discharge Time
Program	08/31/2022   06:47 AM   Discharge Reason
BHL BH Link -	-
SubProgram	
· · · · · · · · · · · · · · · · · · ·	Referral Into Program
Start Date Start Time	· ·
08/30/2022 🗐 07:00 AM 🗐	CCA Program Referring
Location of Client (If CCA Residential)	· · · · · · · · · · · · · · · · · · ·
•)	Arrests in Past 30 Days

The billing process begins with the RI Custom BHLink Billing form. Charges are created for this single Client for the month of August.

<b>RI Custom BHLink Bill</b>	ing
Charge Creation	
Start Date	End Date
Client SB1234 Sandy J Beach	
Reverse Per-Diem Start Date Client Client Errors Only Reverse Per Diem and Set Share	End Date

After the Acorn processes the request from the form, the job is available in Fiscal Overview > Unprocessed Services > History in Preview Status.

Unprocessed Services	» Create Charges					
CREATE HISTORY E	RRORS					
Start Date	End Date	User	Status			× -
Date	Status	Created By	Message	Services	Errors	
09/16/2022	Preview		BHLink Charge Creation - August - For Client SB1234 - RunDate: 9/16/2022	1	0	FINALIZE 🔻

• A single Per Diem charge is created per Client when a qualifying BH Link Service is provided during a BH Link Enrollment period.

- A qualifying BH Link Service Definition is one where the dbo.RICustomServiceDefinitions.CountsTowardRequirement column set to 'Y,' which is done by the data population script.
  - BHLASSESS
  - BHLRXASSESS
  - BHLRN
  - BHLCRISIS
- In the example above, a single Per Diem charge is created.
- If a Per Diem charge for the day already exists, then the Acorn simply updates the Service to a DONE status.
- Errors can be found on the adjacent Errors tab and should be reviewed before finalizing the job.
- The BHLink Create Charges job can be retried from the Unprocessed Services > History tab before finalizing because the Acorn marks the individual Services as Done and creates the daily Per Diem Charge(s).
- Only the Per Diem Charges are retried; the linked individual Services remain in DONE Status.
- Retrying from the Unprocessed Services > History can pick up changes in Rate or updates to the Client's Payers.
- The job must be reversed using the RI Custom BHLink Billing form to change the Services linked to the Per Diem Charge(s).
- Reversing a BHLink Create Charges job must be performed from the RI Custom BHLink Billing Form, and is detailed in the Reversing Charges section below.

#### **Creating Bills**

The creation of the 837P takes place in the core Fiscal Overview function Unbilled Charges. The following custom logic is triggered provided the RI 837P Customization is specified in the Acorns field of the 837P for each applicable Payer.

- If a BHLink Per Diem service is found, it is billed as the first service on the claim.
- Because Payer Category is Medicaid, the other same-day services in the Per Diem are also reported as services on the claim, but with a \$0.00 charge amount.

The 837P (debug) file for Sandy Beach's 08/30 charge is shown below.

me een (debag)	ne ter earlay Beach	e ee/ee enalge ie enemi belen.
ISA*00* *00*	*ZZ*123 *ZZ*456	*220916*1523*^*00501*000000391*1*T*>
GS*HC*123*456*202	20916*1553*391*X*005	010X222A1
ST*837*0391*00501	0X222A1	
BHT*0019*00*391*2	0220916*1553*CH	
[L.1000A]NM1*41*2*	P2P BEHAVIORAL HEALT	H*****46*123
[L.1000A]PER*IC*HEA	ATHER SHERWOOD*EM*E	BILLING@ECHOBH.COM
[L.1000B]NM1*40*2*	MEDICAID*****46*456	
[L.2000A]HL*1**20*1	1	
[L.2000A]PRV*BI*PX0	*193200000X	
[L.2000A!L.2010AA]N	M1*85*2*P2P BEHAVIOR	RAL HEALTH*****XX*1234567890
[L.2000A!L.2010AA]N	3*1600 WASHINGTON ST	r
[L.2000A!L.2010AA]N	4*CONWAY*NH*038751	600
[L.2000A!L.2010AA]R	EF*EI*050312278	
[L.2000B]HL*2*1*22*	<b>'</b> 0	
[L.2000B]SBR*P*18*0	55B-123*****MC	
[L.2000B L.2010BA]N	M1*IL*1*BEACH*SANDY	*J***MI*SB123
[L.2000B!L.2010BA]N	3*1600 WASHINGTON ST	i de la companya de l
[L.2000B!L.2010BA]N	4*CONWAY*NH*038181	600
[L.2000B L.2010BA]D		
	M1*PR*2*MEDICAID***	
	*\$81234-44636*598.5**	*11>8>1*Y*A*Y*Y*P
[L.2000C!L.2300]HI*A		
		DOC****XX*1551234567
	10B]PRV*PE*PXC*2084P	0800X
[L.2000C!L.2300!L.24		
	00]SV1*HC>S9485*598.5	
	00]DTP*472*D8*202208	
	00]REF*6R*SB1234-4463	6
[L.2000CIL.2300IL.24		
	00]SV1*HC>H2011*0*UN	
	00]DTP*472*D8*202208	30
[L.2000C!L.2300!L.24		
	00]SV1*HC>90791*0*UN	
	00]DTP*472*D8*202208	30
[L.2000C!L.2300!L.24		
	00]SV1*HC>T1016*0*UN	
	00]DTP*472*D8*202208	30
SE*36*0391		
GE*1*391		
IEA*1*000000391		

#### #2 BH Link Enrollment and Services Encompass Multiple Days

If services cross days,

- The day with either BHLASSESS or BHLCRISIS is used to create the per Diem charge.
- If both days have one of the Service Definitions above, the day with the most BH Link services is used to create the Per Diem, and only the shadow services for that day are reported in the 837.
- All shadow services within the corresponding Enrollment period are still set to DONE.
- This approach prevents two separate claim lines when an enrollment spans more than a day, such as providing services overnight.

#### **Creating Charges**

The following three BHLink services were provided to Client Myrtle Beach from 08/20/2022 through 08/21/2022.

🗸 MARK	READY	ſE				√″ E	BULK ACTIONS
	Status	Date	Client	Staff	Service Code	Program	
	Ready	08/21/2022 7:00 AM 60 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLRN	BHL	<b>A</b>
	Ready	08/21/2022 2:00 PM 10 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLCM	BHL	<b>A</b>
	Ready	08/20/2022 11:30 PM 45 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLCRISIS	BHL	<b>A</b>

#### Myrtle had the following Enrollment information.

Episode			Discharge
Behavioral Health Admi	ssion 2022-08-15 Open	•	Discharge Date Discharge Time
Program			08/21/2022 11:09 PM
BHL BH Link	•		· · · · · · · · · · · · · · · · · · ·
SubProgram			
	•	Referral Into	Program
Start Date 08/20/2022	Start Time	CCA Program	Referring
Location of Client (If CC	A Residential)		•

Once again, the Create Charges process was initiated from the **RI Custom BHLink Billing** form and can be found in the History tab of *Fiscal Overview > Unprocessed Services*. Selecting the Job Details, we see a single Per Diem charge is created for 08/20/2022.

Unprocessed Services » Create Cha	rges								×
CREATE HISTORY ERRORS									
← Job Details - 09/16/202	2 qa.pool - BHLink C	harge Creation - A	ugust - For Client MB1	234 - RunDate: 9	/16/2022				
Start Date								C,	DOWNLOAD CSV
	Service Date	Client	Duration/Units	Payer	Procedure Code	Billed Units	Charge	Balance	Message
End Date	08/20/2022 - 08/20/.	MB1234 Beach, Myr		MCD	S9485	1	\$ 598.50	\$ 598.50	

The Services screen is updated and now shows the Per Diem charge and the associated BH Link Services that occur during the BH Link enrollment are marked as DONE.

🗸 MAR	K READY 🧵 DEL	ETE				V BUL	ACTIONS
$\checkmark$	Status	Date	Client	Staff	Service Code	Program	
	Done	08/21/2022 7:00 AM 60 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLRN	BHL	▲
	Done	08/21/2022 2:00 PM 10 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLCM	BHL	<b>A</b>
	Charge Created	08/20/2022 - 08/20/2022 1 unit	MB1234 Beach, Myrtle	ksalahuddin Salahuddin, Kazi	BHLPD	BHL	▲
	Done	08/20/2022 11:30 PM 45 min	MB1234 Beach, Myrtle	habrahams Abrahams, Heather	BHLCRISIS	BHL	

In the example above, both days contain qualifying services but the Per Diem is created for 8/20, the day with the BHLCRISIS service.

### **Creating Bills**

Again, the creation of the 837P takes place in the core Fiscal Overview function Unbilled Charges. The following custom logic is triggered provided the RI 837P Customization is specified in the Acorns field of the 837P for each applicable Payer.

- If a BHLink Per Diem service is found, it is billed as the first service on the claim.
- Because Payer Category is Medicaid, the other same-day services in the Per Diem are also reported as services on the claim, but with a \$0.00 charge amount.
- The related BH Link services that were not provided on the same date as the Per Diem charge are NOT included in the bill.

The 837P (debug) file for Myrtle Beach's 08/20 charge is shown below.

ISA*00*	*00*	*ZZ*123	*ZZ*456	*220916*2049*^*00501*000000396*1*T*>
GS*HC*123	*456*2022	0916*2049*	396*X*005	010X222A1
ST*837*039	6*005010	X222A1		
BHT*0019*0	00*396*20	220916*204	9*CH	
				H *****46*123
				ILLING@ECHOBH.COM
		RI MEDICAID	*****46*45	6
[L.2000A]HL				
[L.2000A]PR				
				AL HEALTH*****XX*1234567890
[L.2000A!L.2				
[L.2000A!L.2				600
		F*EI*050312	278	
[L.2000B]HL				
[L.2000B]SB				
				*****MI*MB123
[L.2000B!L.2	2010BA]N3	*32 FRONT 9	T	
[L.2000B!L.2	2010BA]N4	*CONWAY*	NH*038183	200
[L.2000B!L.2	2010BA]DN	4G*D8*1984	0916*F	
[L.2000B!L.2				
			84*598.5*	**11>B>1*Y*A*Y*Y*P
[L.2000C!L.2				
[L.2000C!L.2	2300!L.231	0B]NM1*82*	1*ONSITE*	DOC****XX*155555555
[L.2000C!L.2	2300!L.231	OB]PRV*PE*I	PXC*2084P0	0800X
[L.2000C!L.2	2300!L.240	0]LX*1		
[L.2000C!L.2	2300!L.240	0]SV1*HC>S	9485*598.5	*UN*1***1
[L.2000C!L.2	2300!L.240	0]DTP*472*1	D8*2022082	20
[L.2000C!L.2	2300!L.240	0]REF*6R*M	B1234-4498	34
[L.2000C!L.2	2300!L.240	0]LX*2		
[L.2000C!L.2	2300!L.240	0]SV1*HC>H	2011*0*UN	*1***1
[L.2000C!L.2		0]DTP*472*1	D8*2022082	20
SE*30*0396	5			
GE*1*396				
IEA*1*0000	00396			

### **Reversing Per Diem Charges**

A BHLink Per Diem Charge can only be fully reversed using the *RI Custom BHLink Billing* form, the same form used to create the Charges. The *R* everse Per Diem section allows Per Diem Charge(s) to be reversed on a per-Client basis and has two reversing options.

Charge Creation	
Start Date	End Date
Client	Create Charges
Client Client Client Client Reverse Per Diem and Se	end Date

*Reverse Per Diem and Set Shadow Services Ready* – Reverses the Acorn created Per Diem Charge(s), removing it from the database, and resets the individual Shadow Services from *DONE* status to *READY* status. This process also removes the records in the dbo. RICustomPerDiemServices table that linked the Per Diem Charge(s) and the individual Services.

The two recommended workflows for reversing Acorn created Per Diem Charges are detailed below. The appropriate workflow selection depends on whether the Per Diem Charge is currently in an unfinalized Create Charges job or if the Charge Creation process was completed. Each process is covered below.

#### Per Diem Charge is Unfinalized

If the Per Diem Charge is currently in an Unprocessed Services > Create Charges job that has not been finalized, the reversing process starts on the custom billing form.

For example, the following Create Charges job is in Preview Status for Client #CL for 05/26/2022 BH Link Services.

Unprocessed Service CREATE HISTORY	-					×
Start Date	End Date	User	Status			× • REFRESH
Date	Status	Created By	Message	Services	Errors	
05/26/2022	Preview		BHLink Charge Creation - May - For Client CL - RunDate: 5/26/2022	1	0	FINALIZE 💌

While the job is still in Preview Status, a look at the Services detail shows that the two BH Link Services related to the Per Diem Charge have a *D* ONE Status while the Acorn created Per Diem Charge (highlighted in yellow) has a *Charge Created* Status.

$\sim$	1	Status	Date	Client	Staff	Service Code	Program	
		Charge Created	05/26/2022 - 05/26/2022 1 unit	CL Client, BHLink1		BHLPD	BHL	▲
		Done	05/26/2022 9:00 AM 60 min	CL Client, BHLink1		BHLASSESS	BHL	▲
		Done	05/26/2022 10:00 AM 60 min	CL Client, BHLink1		BHLCM	BHL	▲

RI Custom BHLink Billing Charge Creation Start Date Client Create Charges	<ol> <li>Navigate to the forms menu</li> <li>Select the <i>RI Custom Billing</i> form</li> <li>Enter at least one Date and optionally a Client Name</li> <li>Deselect the <i>Errors Only</i> checkbox if all BH Link Per Diem Charges that have the <i>Charge Created</i> or <i>Ready</i> status should be deleted. Otherwise, only Per Diem charges that have a related service processing error will be deleted</li> <li>Then select <i>Reverse Per Diem and Set Shadow Services</i> <i>Ready</i></li> <li>The values Start Date, End Date and Client are cleared once the Stored Procedure is triggered</li> <li>Since the example PD charge was error free, the <i>Errors Only</i> check box is not selected in the image to the right.</li> </ol>
Reverse Per-Diem   Start Date   05/26/2022   05/26/2022     Client   CL BHLink1 Test Client   Errors Only Reverse Per Diem and Set Shadow Services Ready	

### To reverse the Per Diem Charges

When the reversal option is selected, a stored procedure is called that reverses the Per Diem Charge(s) and makes the necessary database updates. Once processing is finished, the 5/26/2022 BH Link Services for Client #CL in the Unprocessed Services > Create screen display as follows.

	rt Date /26/2022		End Date		Client CL Client, B × 👻	Staff Select Staff 💌	Supervisor Select Supervis. <del>#</del>	Defined Filter Select Defined . <del>x</del>	Status Select Status		•	SEARCH
~	MARK READY		DELETE								≪ BULK	ACTIONS
$\checkmark$	Status		Date			Client		Staff		Service Code	Program	
	Ready	>	05/26/2022 9	2:00 AM	160 min	CL Client, BHLink1				BHLASSESS	BHL	▲
	Ready	$\geq$	05/26/2022 1	10:00 AI	M 60 min	CL Client, BHLink1				BHLCM	BHL	▲

• The Per Diem Charge is removed

The two Shadow Services now have a READY Status instead of DONE

If all Per Diem Charges in a *Create Charges* job initiated by the Acorn (started from the *RI Custom BH Link Billing* form) are reversed, the job itself remains in the *Unprocessed Services > History* screen with no Details. Reverse or *Finalize* the job to update the status to *DONE* so it does not remain at the top of the list. An example is below.

Please note that at this time, using the RI Custom BHLink Billing form to reverse the Per Diem will only set the shadow charges that occurred on the same date as the Per Diem back to Ready. Other services in the BH Link Enrollment period that were set to Done by the Acorn must be manually returned to Ready status.

#### Per Diem Charge was Finalized

If the Per Diem Charge was created and the *Create Charges* job was finalized, the reversing process starts on the Claims Management screen. After the *Create Charges* job is finalized, the *Status* for each associated service is still as follows.

Status	Date	Client	Staff	Service Code	Program	
Charge Created	05/26/2022 - 05/26/2022 1 unit	CL Client, BHLink1		BHLPD	BHL	▲
Done	05/26/2022 9:00 AM 60 min	CL Client, BHLink1		BHLASSESS	BHL	▲
Done	05/26/2022 10:00 AM 60 min	CL Client, BHLink1		BHLCM	BHL	▲

Step 1 - Locate the charge to be reversed in Claims Management, create a Reverse Service Transactions Job, and select the blue CONTINUE WITH SELECTION button to create the reversing job.

CLAIMS MANAGEMEN	NT REPROCESSIN	IG HISTORY RE	PROCESSING ERRO	RS						
Client CL Client, BHLink1 Tes Payer	t × *	Staff Start typing to Payer Categor		٠	Service Start 05/26/2022	Service End	Charge Status	illing Start	🖬 Billin	g End
Start typing to search	h	Start typing t	o search	*	Start typing to search	Ť	Start typing to	search	*	SEARCH
CL Client, BHLink1 Date O5/26/2022 - 05/2	Service	Staff	Active/Last Pay MCD	Charge Outgoi		Last Billed 05/27/2022	Charge \$ 598.50	Payer Balance Paid \$ 0.00	\$ 598.50 C Payer Balan \$ 598.50	lient Balance: \$ 0 ice Client Balar \$ 0.00
I< < > >I : Action * Reverse Service Trans	1 of 1 actions	Message × • Reverse	• Daily Per Diem				Т	Balance: \$ 598.5 ransaction Date * 5/26/2022		lient Balance: \$ 0



CLAIMS MAN	AGEMEN	REPROCESSING	HISTORY REPR	OCESSING ERRORS						
Start Date		End Date	🖬 User				× Preview		× *	-
Date	Job Type		Job Status	Created By	Message			Services	Errors	
05/27/2022	Reverse 5	Service Transactions	Preview	heather.sherwood	Reverse Daily Per Diem			1	0 FINALIZE 💌	
					[	Reverse Daily Per I	Diem			
			Details							
			Details							
Service Date		Client		Duration/Units	Last Active Payer	Last Act	ive Charge	Current Active Payer	Current Active Charge	
05/26/2022 - 0	5/26/2	CL Client, BHLink1		1 unit	MCD	\$ 598.50			\$ 0.00	

Step 3 - Review the Services. Note that the Per Diem service now has a Ready status and both shadow services still have the Done status.

Start   05/26		۵	End Date		Client CL Client, B× ¥	Staff Select Staff 👻	Supervisor Select Supervis.#	Defined Filter Select Defined .#	Status Select Status		•	SEARCH
<b>у</b> м	ARK READY		DELETE								√r BUI	K ACTIONS
/	Status		Date			Client		Staff		Service Code	Program	
	Ready	>	05/26/2022 -	05/26/	/2022 1 unit	CL Client, BHLink1		ksalahuddin Salahuddir	n, Kazi	BHLPD	BHL	▲
	Done		05/26/2022 9	:00 AN	1 60 min	CL Client, BHLink1		habrahams Abrahams,	Heather	BHLASSESS	BHL	▲
	Done		05/26/2022 1	0:00 A	M 60 min	CL Client, BHLink1		habrahams Abrahams,	Heather	BHLCM	BHL	

Step 4 – Complete the reversing process by using the *RI Custom BH Link Billing* form as outlined in the section above. When complete, the Per Diem service is removed and the two shadow services are in *Ready* status.

Start Date				Client	Staff			Supervisor	Define	d Filter	Stat	us				
05/26/2022	۵	End Date	۵	CL Client, B × 👻	Select	Staff •	-	Select Supervis.#	Selec	t Defined . <del>x</del>	Se	lect Status		~		SEARCH
✓ MARK READY		DELETE												1	BULK A	CTIONS
Status		Date			Client				Staff				Service Code	Program		
Ready	>	05/26/2022 9:0	00 AA	4 60 min	CL Clier	rt, BHLink1							BHLASSESS	BHL		۵
Ready	>	05/26/2022 10	:00 A	M 60 min	CL Clier	rt, BHLinkt							BHLCM	BHL		▲

# Improvements

Ticket Number	Case Number	Description
EV-4919	CCA	Updates were made to the BH Link Per Diem creation so that it is created for a single day and only the shadow services for that day are reported. One of the following four services must have been provided for a Per Diem charge to create: BHLASSESS, BHLRXASSESS, BHLRN, and BHLCRISIS.